

CM/ECF E-FILER'S CHECKLIST

(This checklist does not deal with issues common to standard document preparation but treats special CM/ECF considerations)

Task	Details	Notes
DOCUMENT PREPARATION		
Verify type of service on all other parties and include appropriate service certificate	On the blue menu bar, click Utilities and then under Miscellaneous, click on Mailings to copy into a service certificate	
Title document in concise and brief manner	Ensures that docket text will match the document	Refer to the Civil and Criminal CM/ECF Events for Attorneys for naming documents
Document is signed s/ annotated in accordance with Administrative Procedure	Necessary to authenticate document	
Print to PDF when possible rather than scan to PDF	File size is smaller, makes file searchable, allows copy and paste	
If the document has attachments, create an index page listing all attachments	Makes locating attachments easier and provides a cross check for the attachment list created by CM/ECF	
FILING PROCESS		
Ensure correct case is selected	Check case number, judge and case name	
Verify correct PDF document is selected	Upload by right clicking and opening before attaching	

<p>Upload index and attachments to main document separately and place the full title of each attachment in the description field</p>	<p>The system also creates an index page and gives each attachment a separate hyperlink, ensuring easy access to each attachment</p>	
<p>Link to relevant motion or other event</p>	<p>Ensures that your document is listed on motion reports</p>	
<p>Add to/complete docket text when prompt box appears, if appropriate</p>	<p>Makes document easier to locate and identify and minimizes errors in referring to documents</p>	
<p>POST FILING</p>		
<p>Check NEF a. Verify proper document b. Verify service made as assumed and certified in document</p>	<p>Once the document is uploaded (docket event is complete), a NEF is sent to all counsel with an email address in the CM/ECF system, and to the judge(s).</p>	<p>The filing attorney must serve parties without an email address in the system, and parties with an email address who are not registered e-filers. Those parties who are not e-filers but have an email address in the system will still receive a NEF, but e-filers must still complete conventional paper service on those parties. The court, however, is able to consider the NEF as service of documents filed by the court, such as orders and notices, for all persons with an email address in the CM/ECF system.</p>